The Basics of Online Registration

Online registration is now available for new youth and adults (currently it is not available for transfers). For information go to scouting.org/onlineregistration

Adults are still required to complete the following before their registration can be processed:

1. SoA CORI - *The Commonwealth of MA requires us to have the original CORI forms*
    http://www.scoutspirit.org/wp-content/uploads/2016/01/CORI-Spirit.pdf
2. Provide a copy of a government issued photographic ID
3. Complete Youth Protection Training –This is required in order to be registered with the BSA

SoA CORI forms and copy of ID and YPT Certificate should be mailed to:

The Spirit of Adventure Council
600 West Cummings Park, Suite 2750
Woburn, MA 01801-6457

Include the unit type, number and town on all paperwork sent to the council office.

Unit Key 3 (Unit Leader, Committee Chair and Chartered Organization Representative) Have the access to the online registration. This is all found under your my.scouting.org account.

The Key 3 have access to:
1) Add new leads, manage leads and send joining invitations
2) Access URL and QR code
3) Review online registrations
4) Review and accept or reject youth applications

Adult applications:
1) Key 3 can review adult applications
2) Committee Chair can make position recommendations
3) Chartered Organization Representative is the only person who can accept or reject adult applications.

If you have a unit registrar you can assign them to Registration Inquiry in my.scouting.org under Organization Security Manager. In this position, they can review leads and applications but they cannot approve them.

Online Registration FAQs

How is the online application accessed?

Families looking for a Scouting home can find your unit on the BeAScout website, (*be sure that your units contact information is up to date – this can be done in my.scouting.org MENUS, Legacy Web Tools, BeAScout – once in this window you can verify or update information, be sure to select SAVE if you make any changes)* send your unit an inquiry for more information. Your unit can also pass out a direct link to the unit's online application by using the URL or QR code provided in the Online Registration Invitation Manger in my.scouting.org.

How does the unit accept new applicants in this system?

When a family fills out an online application, it is routed to the unit leader, committee chair and chartered organization representative's Application Manager dashboard. From there, any member of the unit Key 3 can approve a youth application, Chartered Organization Representatives must decide and adult applications. Approval is just a press of the button by one of the Key 3.

How does the family pay and unit collect their fees?

Before they get the link to join your unit, they would have met or spoken with someone from the unit. During that conversation, the unit needs to let the parent know that the invoice they receive is only a piece of the overall registration amount due. During that conversation, the total joining fee should be shared. This eliminated the bait and switch feeling that parents sometime had.

The unit should communicate with the families before giving them the code to register online.

It's the same as when you use the paper applications.
- The parent comes to a sign-up night
- They get information from the leaders at the sign-up night.
    - During the conversation, the total amount due for the registration is explained.
- They decide they want to sign up.
- They fill out an application and pay the prorated fees (covering registration from joining date to unit re-charter date), and the full-year fees (National/Council/Unit)
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With the online registration
- The parent comes to a sign-up night
- They get information from the leaders at the sign-up night.
    - During the conversation, the total amount due for the registration is explained.
    - While explaining the fees, the unit lets the parent know the invoice they get at the end of the online process is only a partial part of the total amount that's due. The online system only recognizes the cost from when the application is submitted, until the expiration date of the Pack charter.
    - The unit gives the parent the link to register online.
- They decide they want to sign up.
- They register their son online and receive the partial invoice
- They go to the next meeting and pay the prorated fees, and the full-year fees (National/Council/Pack)

How will I know when I am registered?
You will receive a welcome email with information about how to print your membership ID card, as well as unit and council contact information.

When will membership IDs be assigned?
A member ID is created during the "create account" process for the adult filling out the online application. Youth are assigned their member ID upon acceptance by the unit.

Are unit dues collected as part of the online registration process?
NO. Additional dues are not collect during the online registration process. Potential Scouting families should be informed that additional fees will be collected by the unit.

Do I need to print anything to turn in to the unit or council for registration?
The invoice must be printed to submit with payment to your unit leader. Adults applicants must also print a copy of their current youth protection training certificate, complete a SoA CORI and provide a copy of a government issued photographic ID.

Is online registration only for new members or can it be used for renewal?
Currently, online registrations is only for new members. Transfers must complete a paper application.

Will I, as a Key 3, be notified when an application is submitted?
Yes. Status updates are processed in the form of a **daily** summary email that includes applications requiring action from the unit, those pending acceptance, and those in a status that the unit might influence – pending payment, pending response, pending applicant agreement. Additionally, any applications that are within seven days of timing out are identified at the top of the summary report. Additionally, emails will automatically be sent as follows when an application is:
Withdrawn: The applied-to organization and applicant will receive email.
Time out: The unit, district, council and applicant will each receive email

What can be done if my chartered organization representative is not active with my unit?
Unit leadership, in collaboration with the district and council leadership, should ensure the chartered organization representative understands the importance of their role in the process.

Do we need to accept all applicants?
NO, the Key 3 can reject an applicant or reassign the applicant to the District Key 3 for reassignment to another unit. In "application notes" (will appear when the applicant is selected in Application Manager) please explain why the application is being rejected or sent for reassignment.